

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JUNE 19, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC Board) met by teleconference on June 19, 2003, at 1:30 p.m. Eastern Time. Chair Mr. Wayne Davis Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting, welcoming new Board members Ms. Burmeister, Mr. Griggs, and Mr. Siders. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

MINUTES

Draft minutes for meetings of this NELAC Board for May 23, 2003, were reviewed and approved with editorial changes. Ms. Autry noted that all new action items listed are complete.

NELAC INTRODUCTION AND OVERVIEW

Historical and descriptive text was extracted from the previously approved version of Chapter One by the Program Policy and Structure (PPS) committee to ensure the language of the adopted chapter is appropriate for a standard. This material has been drafted into potential explanatory material that the committee believes is properly under the purview of the NELAC Board, rather than an acceptable standards development organization (ASDO). Mr. Davis described options that he and the chair of PPS have discussed for this text. It was agreed, in principle, that such material is needed, although no agreement was reached on how it should be used. It was noted that this is related to another effort to develop a history of NELAC. It was agreed that Mr. Davis would forward this text to NELAC Board members, and that Ms. Autry would explore the status of the "NELAC historian" for discussion at the next NELAC Board meeting.

Such material appears to have broad utility, including as introductory material to the published NELAC Standard, posting on the NELAC web-site, introductory NELAC training, and in outreach materials that may be developed.

NELAC "STANDARD(S)"

While the chapters of the NELAC Standard have a long history of being referred to in the plural ("Standards"), the development of the approved chapters has been tightly coordinated to ensure the cohesiveness of the entire collection as a single document ("Standard"), describing an integrated system of activities. With NELAC now operating solely as a standard's adoption organization, it was agreed that any new or revised adoptions must continue to make sense in the whole context of the larger document. It was noted that the current Standard functionally addresses conference organization and activities (Constitution & Bylaws, Chapter One), accrediting authority activities (Chapters Three and Six), and laboratory activities (Chapters Two, Four, and Five).

Additional issues were raised in the discussion, including potential glossary inconsistencies with adoption of ASDO-developed chapters as well as potential language inconsistencies between NELAC and guidelines and standards of different ASDOs.

Following this discussion, it was agreed without dissent that the term “Standard” (singular) should be applied to the cumulatively-adopted chapters that have an EPA-assigned document number and are used for regulatory purposes.

“EFFECTIVE” STANDARD

Determining exactly what adopted language is effective at a specific date is made difficult by the practice of adoption of voting issues with committee-recommended effective dates ranging from “immediate” to two years hence. While this practice is prudent to meet the needs of NELAC stakeholders, it makes consistent implementation and recognition by accrediting authorities quite difficult. Issues were raised and discussed and several options offered to balance ease-of-use with resource costs. Ms. Autry offered to draft a solution for consideration of the NELAC Board at its next meeting, in which an EPA document number would be obtained to ensure the necessary usability.

NELAC COMMITTEES

Ms. Autry and Mr. Davis reviewed the current NELAC committees: Nominating, Membership and Outreach, and Standards Review Committee, discussing the need for active members. Board members were to e-mail nominations to Ms. Autry or Mr. Davis by June 27.

NEXT MEETING

Discussion of the following issues was postponed to the next meeting for lack of time:

- Issues associated with the incorporation of standard(s) developed by organizations external to NELAC into the NELAC Standard(s).
- Membership & Outreach roles and responsibilities.

The next regularly scheduled meeting of the NELAC Board is July 10, 2003, at 1:30 p.m. Eastern Time, by teleconference.

DRAFT AGENDA
June 19, 2003
1:30 - 3:30 PM EST

1. Proper placement of the Introduction and Overview of NELAC information, formerly found in Chapter 1.
2. NELAC Standard or NELAC Standards
3. Issues associated with the incorporation of standard(s) developed by organizations external to NELAC into the NELAC Standard(s).
4. "Membership & Outreach" vs "Marketing & Communication"
5. Others TBA

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
JUNE 19, 2003**

Item No.	Action	Due
1	Mr. Davis will forward text of the NELAC "Introduction" to NELAC Board members for discussion at the next NELAC Board meeting.	7/10/03
2	Ms. Autry will explore the status of the "NELAC historian" for discussion at the next NELAC Board meeting.	7/10/03
3	Ms. Autry will draft an approach addressing the need for both "approved" and "effective" EPA documents for consideration of the NELAC Board at its next meeting.	7/10/03
4	Board members should e-mail nominations for NELAC committees to Ms. Autry or Mr. Davis by June 27.	6/27/03

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JUNE 19, 2003**

Item No.	MEETING DATE	ACTION	STATUS
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
16	5/8/03	Ms. Autry will draft a "thank you" to the responders to the PT provider poll for NELAC Board review at the next meeting.	On-going
18	5/23/03	NELAC Board members are to e-mail their comments on minutes of 4/10/03, 4/25/03, and 5/08/03 to Ms Autry so these minutes can be posted prior to NELAC 9.	Complete
19	5/23/03	Ms. Autry will e-mail information to nominees to the SRC; NELAC Board members will follow-up with assigned individuals to explore there service on this committee.	Complete
20	5/23/03	Ms. Autry will draft a suitable certificate for Charlie Dyer; also the Quality systems committee members.	Complete

Note: items that were noted as "Complete" in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING
JUNE 19, 2003**

Name	Affiliation	Address
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